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17 October 1951

SUBJECT: Travel expense and per diem payments to new employees reporting to Washington for TFI prior to proceeding abroad.

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1. When properly authorized, employees who are appointed at places other than Washington, D.C. (or nearby commuting areas) for overseas duty may be paid travel expenses of reporting to Washington for TFI. Such travel constitutes a portion of the travel from the place of appointment to the first part of duty abroad. Such employees may also be paid per diem while en route in Washington, in amounts and for a period specified by [REDACTED]

2. For the purpose of payment of travel expenses and per diem under these circumstances there are three categories of employees. They are:

a. Employees who are not fully security cleared and are reporting to a pool pending clearance.

b. Employees who are fully security cleared and are reporting for duty after necessary personnel processing.

c. Employees in either of the above categories who have been paid initial travel expenses and are due per diem for the specified time while awaiting foreign duty.

3. It is imperative that employees in category "a" be serviced by an appropriate administration unit since they do not have access to information or facilities which will permit self-service of vouchers. Under these circumstances it is also important that payment be made promptly and with a minimum of confusion.

4. Employees in category "b" initially require the same services as those in category "a". However, after reasonable indoctrination they may be in a position to personally present vouchers and obtain payment.

5. Employees in category "c" should normally be in a position to personally present vouchers and obtain payment. However, this category as well as those in category "b" need, after initial payment and indoctrination, administrative servicing to handle present volume without creating unintentional, unwarranted, and unreasonable confusion, problems and additional work on the part of all concerned.

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6. At this time there is no satisfactory procedure for the administrative processing of travel and per diem payments to any of the above categories. This does not reflect lack of cooperation or ability of those now supervising or in contact with new employees, but is a result of a rapidly expanding business which has taxed the facilities of several independent divisions, and the lack of coordinated effort and an acceptable procedure.

7. On the premise that many new employees preparing for overseas duty are in need of prompt and efficient service in the payment of travel expenses and per diem and that such should be accomplished with the least burden on administrative staffs, the following is proposed:

- a. There must be an adequate travel and per diem authorization issued in advance of the date the employee reports for duty either in the pool or for immediate duty. This is necessary in order that such authorization may be properly recorded prior to receipt of requests for payment.
- b. All new employees must have a specific administrative office (pool, training, or division) to whom they may look for adequate service. Such administrative point must be established for each employee prior to, or upon, entrance on duty.
- c. New employees, especially those who are not yet security cleared must not be "turned loose" in restricted buildings in an attempt to obtain payment of travel in per diem vouchers.
- d. The above items should be a part of the EOD personnel processing and should be placed ahead of other processing which may necessarily be delayed.
- e. After determination of the above and in the early stages of EOD processing, all employees who are authorized travel expenses and per diem should be briefed on the subject by a representative of the Travel Section, Finance Division. Such briefing will cover the preparation of initial voucher and all assistance required in connection therewith.
- f. Following briefing and preparation of the initial travel voucher the personnel processing officer should specify to such individual the name of the administrative officer or organizational unit where his voucher may be presented for completion and placement in line for payment.

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- g. The Administrative Officer or Organizational Unit should be similarly advised by the Personnel Processing Officer and should promptly complete and present the initial voucher to the Travel Section, Finance Division for payment.
- h. The voucher should clearly indicate on the face thereof the name and telephone extension of the Administrative Officer or Organizational Unit who should be notified when the voucher is ready for payment.
- i. Initial per diem in such cases should be paid for travel time and through the Saturday following preparation of the voucher. Thereafter per diem should be payable upon presentation of vouchers covering each two weeks until authorization expires.
- j. The Travel Section, Finance Division, will, within 24 hours after receipt of the initial voucher, present same to the Disbursing Officer for payment. At this time the Travel Section will notify the indicated Administrative Officer or Organizational Unit of this fact and advise that payment in the amount of \$ may be had upon call at the Disbursing Office.
- k. The Administrative Officer or Organizational Unit should then obtain a receipt for cash in the amount indicated from such employee being paid. The Administrative Officer or other specifically designated individual should then call at the Disbursing Office, present the receipts and obtain cash payments. Upon receipt of the cash such individual will acknowledge receipt thereof for delivery to the payee of the voucher. Under no circumstances should a non-security cleared individual be sent to obtain cash for himself or for others.
- l. Similar procedure (obtaining of cash by Administrative Officer) should be followed until each employee is fully security cleared and during all period of classroom training (or other training if building pass is not issued). In this case (vouchers subsequent to initial payment) the vouchers should be prepared by the individual or his Administrative Office (preparation involves only the multiplication of 14 days by the applicable rate schedule as shown in the regulations), properly approved and presented to the Travel Section, Finance Division from the Organizational Unit (not the employee) not later than noon Friday of the second week (Sunday through Saturday) for which payment is being claimed.

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Such vouchers (if delivered directly to the Travel Section as noted above) will be placed in the Disbursing Office and will then be ready for payment at any time after 10:00 AM on the following Tuesday. In this case notice need not be communicated to the Administrative Officer unless there is a question regarding an individual case. Unless such notice is given, payment will be ready when called for after the specified time (10:00 AM Tuesday following submission).

- a. After the employee receives credentials and is free to enter the area, the employee may call in person at the Disbursing Office and may receive cash payment after presentation of identification. However, to avoid confusion and unnecessary work and delay each individual should be clearly instructed by his Administrative Officer as to when and where he should go for payment. It is emphasized that the Administrative Officer or Organizational Unit, not the employee, should present the voucher at the proper time to the Travel Section and if the payment is to be called for by the employee this fact should be stated on the face of the voucher.
- b. In instances where the employee will not be available for immediate receipt of the cash (from his Administrative Officer) the cash must not be drawn from the Disbursing Office. Instead the voucher will be held by the Disbursing Officer for immediate payment when appropriate.
- c. When the individual is not in the immediate area and cash payment is not feasible, although it is not convenient to wait for payment, the voucher should contain instructions on the face thereof to make payment by check payable to the employee. This check may be obtained at the same time specified for cash for delivery by the Administrative Officer to the individual. If his personal circumstances are such that it is difficult for him to negotiate the check he may receive assistance from the supervisor of his training area.

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